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THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

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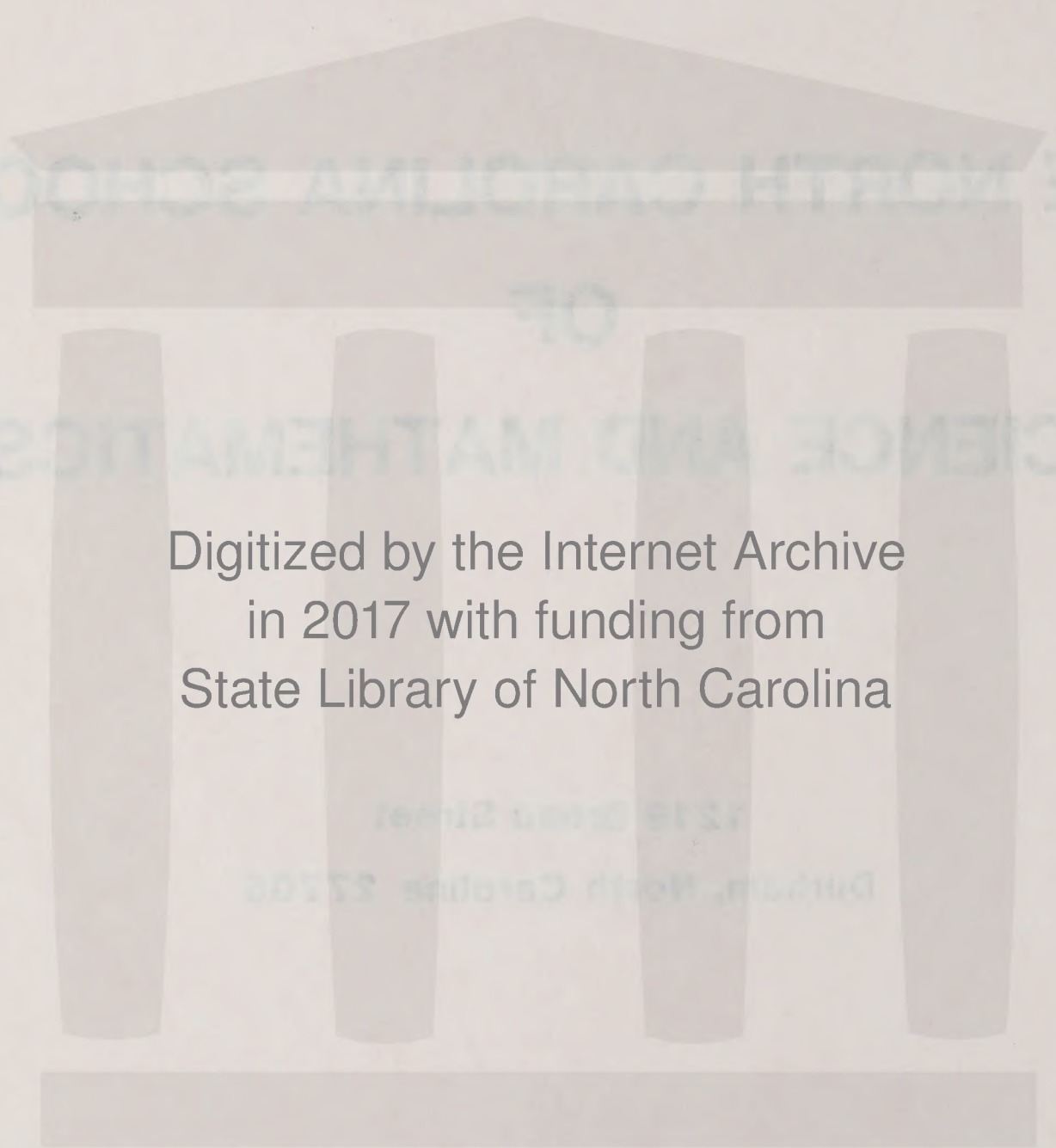
STUDENT HANDBOOK 1987-88

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

**1219 Broad Street
Durham, North Carolina 27705**

STUDENT HANDBOOK

1987-88



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NCSSM SCHOOL CALENDAR 1987-88

AUGUST	Mon	17	Resident Advisors Report
	Thu	20	Teachers Report, Teacher Workday
	Fri	21	Teacher Workday
	Mon	24	Dorm Assistants Report, Teacher Workday
	Tue	25	Orientation Committee, Student Council Report
	Wed	26	Teacher Workday (In-service)
	Thu	27	Teacher Workday (In-service)
	Fri	28	Teacher Workday (In-service)
			Seniors Report, Orientation for All Seniors
	Sat	29	Teacher Workday (In-service)
			Juniors Report, Orientation for all Juniors
	Sun	30	Orientation for All Students Convocation
	Mon	31	Orientation for All Students Teacher Workday (In-service)
SEPTEMBER	Tue	1	First Quarter Begins
	Mon	7	Labor Day - Classes in Session
	Fri	11	Board of Trustees Meeting
OCTOBER	Thu	1	Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Fri	2	Teacher Workday
	Sun	4	Students Return by 10:30 p.m. (dorms open at noon)
	Sat	10	SAT/ACH
			Parents Day - Teacher Workday (In-service)
	Sat	17	PSAT/NMSQT- Required of Juniors
	Fri	23	First Quarter Ends (students dismissed at end of instructional day - dorms close 5:00 p.m.)
	Mon	26	Teacher Workday
	Tue	27	Teacher Workday
	Wed	28	Teacher Workday
			Students Return by 10:30 p.m. (dorms open at noon)
	Thu	29	Second Quarter Begins

NOVEMBER	Sat	7		SAT/ACH
	Wed	11		Veterans Day - Classes in Session
	Tue	24		Dismissal at end of instructional day for Thanksgiving Vacation dorms close 5:00 p.m.
	Wed	25		Holiday Make-up (Labor Day)
	Thu	26 & 27		Thanksgiving Holidays
	Sun	29		Students Return by 10:30 p.m. (dorms open at noon)
DECEMBER	Fri	4		Board of Trustees Meeting
	Sat	5		SAT/ACH
	Thu	10		SPW Preparation Day (half) SPW (a.m.) Classes (p.m.)
	Fri	18		Dismissal at end of instructional day for WINTER VACATION - dorms close at 5:00 p.m.
JANUARY	Sun	3		Students Return by 10:30 p.m.
	Mon	11 -	Fri 15	First Semester Examinations
	Fri	15		Second Quarter Ends (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Mon	18		Martin Luther King, Jr. Day Observed
				Teacher Workday
	Tue	19		Teacher Workday
	Wed	20		Teacher Workday
				Students Return by 10:30 p.m. - dorms open at noon
	Thu	21		Third Quarter Begins
	Sat	23		SAT/ACH
FEBRUARY	Mon	15		Presidents' Birthday Observed
	Fri	26		Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Mon	29		Teacher Workday Students Return by 10:30 p.m. - dorms open at noon
MARCH	Tue	1		AHSME (American High School Mathematics Examination)
	Fri	4		Board of Trustees Meeting
	Mon	7 -	Fri 11	Special Projects Week
	Mon	14		Special Projects Sharing Day
	Sat	19		SAT

	Wed	30	Third Quarter Ends Students dismissed at end of instructional day for Spring Vacation - dorms close 5:00 p.m.
	Thu	31	Teacher Workday
APRIL	Fri	1	Teacher Workday
	Sun	10	Students Return by 10:30 p.m. - dorms open at noon
	Mon	11	Fourth Quarter Begins
	Sat	16	Semifinalists Visit Teacher Workday (In-service)
	Mon	18	Math Contest Day
	Sat	23	Semifinalists Visit Teacher Workday (In-service)
MAY	Thu	5	Extended Week-end (students dismissed at end of instructional day - dorms close 5:00 p.m.)
	Fri	6	Teacher Workday
	Sat	7	SAT/ACH
	Sun	8	Students Return by 10:30 p.m.
	Mon	9 - Fri 13	Advanced Placement Examinations
	Sat	14	College Day, Required for Juniors
	Mon	16 - Wed 18	Advanced Placement Examinations
	Fri	20	Advanced Placement Examinations
	Sat	21	Prom
	Fri	27	Extended Week-end (students dismissed at end of instructional day - dorms close at 5:00 p.m.)
	Mon	30	Memorial Day - State Holiday Students Return by 10:30 p.m. - dorms open at noon
JUNE	Fri	3	Second Semester Examinations Begin
	Sat	4	SAT/ACH
	Mon	6 - Thu 9	Second Semester Examinations
	Fri	10	Board of Trustees Meeting Dorm Clearance, Commencement Rehearsal (morning) ACADEMIC RECOGNITION PROGRAM (afternoon) Teacher Workday (In-service)
	Sat	11	COMMENCEMENT DAY (REQUIRED SCHOOL DAY - Teacher Workday (In-service)
	Mon	13 - Wed 15	Fourth Quarter Ends Teacher Workdays

NCSSM CLASS SCHEDULE 1987-1988

NAME _____ SEM _____

MON	TUES	WED	THUR	FRI
1 8:00-8:45	3 8:00-8:45	6 8:00-8:45	4 8:00-8:45	2 8:00-8:45
2 8:50-9:35	4 8:50-9:35	5 8:50-9:35	3 8:50-9:35	1 8:50-9:35
7 9:40-10:25	8 9:40-10:25	4 9:40-10:25	2 9:40-10:25	5 9:40-10:25
8 10:30-11:15	7 10:30-11:15	3 10:30-11:15	1 10:30-11:15	6 10:30-11:15
3 11:20-12:05 A	1 11:20-12:05 A	7 11:20-12:05 A	5 11:20-12:05 A	4 11:20-12:05 A
3 12:05-12:50 B	1 12:05-12:50 B	7 12:05-12:50 B	5 12:05-12:50 B	4 12:05-12:50 B
3 12:50-1:35 L	1 12:50-1:35 L	7 12:50-1:35 L	5 12:50-1:35 L	4 12:50-1:35 L
6 1:40-2:25	2 1:40-2:25	8 1:40-2:25	6 1:40-2:25	8 1:40-2:25
5 2:30-3:15	2 2:25-3:10 L	8 2:25-3:10 L	6 2:25-3:10 L	7 2:30-3:15

*LUNCH/LAB/CLASS meeting

LUNCH 11:15am-1:00pm

MENTORSHIP is scheduled for:

4

Tues-1L, 2, 2L Wed-7, 8, 8L Thur-5L, 6, 6L

CODE OF CONDUCT

Students selected for enrollment at the North Carolina School of Science and Mathematics bring with them a variety of backgrounds and expectations. Such a diverse community must establish a standard of behavior which ensures that all students live in a safe atmosphere, free of disruption by others - where each student can learn and grow intellectually and socially. Cooperation between the school and home is essential to ensure that all students receive the full benefits of enrollment in NCSSM.

Living away from home provides opportunities for increased personal responsibility. The Code of Student Conduct does not define nor limit those opportunities which make the NCSSM community exceptionally productive. It does, instead, provide guidelines for those who would intrude upon or limit the opportunities of others.

This publication provides students, parents or guardians, school personnel, and the public with a description of the expectations for the behavior of all students. The Code contains definitions of inappropriate student conduct and possible courses of action which school officials may use to discipline students who behave improperly.

This Code of Student Conduct does not restrict in any way the authority of the Principal to make rules for the governance and operation of the school, nor with the authority of faculty and staff members to make such rules as are necessary for their respective areas of responsibility.

The Code defines three levels of seriousness of violations, each level with an appropriate range of responses. No written document provides for all circumstances; therefore, the exercise of discretion and good judgment is expected. The primary consideration in each decision must be "What is best for the Community?"

SECTION I: LEVEL I DISCIPLINE

Level I violations include any minor incident which is disruptive to classes or residential life, interferes with the operation of the school, or results in misuse or damage to school property.

Residential life examples include but are not restricted to excessive noise in residence halls, violations of quiet hours, failure to complete housekeeping assignments, violations of signout procedures or curfew violations of short time span, and the disregard of instructions.

Academic examples include but are not limited to frequent tardiness to class, disregard for laboratory safety procedures, lack of cooperation on field trips, and disruptive behavior in class. Absence from class is dealt with under a separate policy found on page 32 of the Student Handbook.

The faculty or staff member who is responsible for supervision or who is made aware of a violation is responsible for assigning discipline in Level I incidents.

Responses to Level I violations may include warnings, restricting movement about campus, short term confinement to student's residence hall or room, labor detail, being asked to leave a classroom, loss of privileges for field trips, or loss of other special privileges.

Code of Conduct

Faculty or staff members who take Level I disciplinary action will record the incident and the response in a brief report sent to the Dean of Students for residential violations, or to the Assistant Principal for academic violations. The student's Resident Advisor will be notified immediately and will then notify parent(s) or guardian(s) on the Quarterly Residential Progress Report.

If a student feels that the disciplinary action taken by a faculty or staff member is inappropriate, the student may request in writing within two days a review by the Dean of Students or the Assistant Principal. An appeals request will specify the conditions being appealed and the reasons for appeal. No formal hearing will be held. The response by the Dean of Students or Assistant Principal is final.

All Level I disciplinary records are removed from the student's file at the end of the school year in which the student withdraws, is dismissed, or graduates from NCSSM.

SECTION II: LEVEL II DISCIPLINE

Level II offenses are more serious violations which must be reported to the Dean of Students for residential matters, or to the Assistant Principal for academic violations. The Dean of Students or Assistant Principal will determine if a Level II violation has occurred and assign an appropriate response.

Level II offenses include but are not limited to, the following examples:

1. Repeated Level I or Level II violations;
2. Vandalism including but not limited to misuse of State property;
3. Unauthorized intervisitation (Being in an area reserved for members of the opposite sex without permission from the staff);
4. Unauthorized entrance into Off Limits Areas including classrooms, laboratories, offices, other students' rooms, and computer areas beyond established hours, and construction sites at any time;
5. Unauthorized access to or altering records or computer files;
6. Disrespectful and/or uncooperative behaviors directed toward faculty, staff, students, guests or visitors to the campus;
7. Fighting or threatening behavior of a physical or verbal nature;
8. Sexual harassment;
9. Violation of restrictions which resulted from a previous offense;
10. Aiding or abetting others in carrying out Level III offenses;
11. Cheating or plagiarism; (See Handbook)
12. Leaving campus or residence hall after in-dorm curfew;
13. Falsification or lying orally or in writing to faculty or staff;
14. Public sexual activity - (Guidelines are available through Residential Life staff);
15. Violation of the laws of the State of North Carolina (ex: misuse of state property, speeding in state vehicles, etc.)

Level II discipline will be handled by either the Dean of Students for residential violations, or the Assistant Principal for academic violations. Level II violations with conflicting evidence may result in a Judicial Review Board hearing.

Responses to Level II violations may include warnings, restricting movements about campus, short term confinement to student's residence hall or room, labor detail, loss of privileges for field trips, loss of other special privileges, parent conference, probation leading to possible dismissal if terms of probation are violated, and short term suspensions which must be approved by the Principal. Class absences due to disciplinary suspensions are excused and students may make-up missed work.

Parent(s) or guardian(s) and Academic and Resident Advisors will be notified in writing of any Level II violation and the discipline administered. A copy of this notification is placed in the student's file. Level II disciplinary records are removed from the student's file at the end of the school year in which the student withdraws, is dismissed, or graduates from NCSSM.

If a student feels that the discipline by the Dean of Students or the Assistant Principal is inappropriate, the student may request within two academic days a review by the Principal. An appeals request will specify the conditions being appealed and the reasons for the appeal. The Principal will consider written statements and other documentary evidence presented by the student and Dean of Students or Assistant Principal. The Principal will respond in writing to the student. The Principal's decision is final.

SECTION III: LEVEL III DISCIPLINE

Level III offenses are the most serious violations, which may result in dismissal upon the first offense. All Level III violations must be reported to the Dean of Students or to the Assistant Principal for dispensation.

Examples of Level III offenses include but are not limited to the following:

1. Repeated Level II violation;
2. Violating terms of probation assigned after a Level III;
3. Possession, transportation, or use of a controlled substance or possession of drug paraphernalia on campus or off-campus while under the jurisdiction of the school. Possession, transportation, or use of a controlled substance or possession of drug paraphernalia off-campus in a manner which threatens the safety or security of the NCSSM community;
4. Possession or consumption of an alcoholic beverage on campus or off-campus while under the jurisdiction of the school. Possession or consumption of an alcoholic beverage off-campus in a manner which threatens the safety or security of the NCSSM community;
5. Endangering others: any prank or action which endangers the health, security or safety of any person or puts property at risk. This section covers misuse of laboratory materials or equipment in a manner which endangers the health, security, or safety of any persons or puts property at risk.

Code of Conduct

6. Theft;
7. Vandalism which includes destruction of property belonging to the State of North Carolina or any member of the school community;
8. Sexual intimacy (See Guidelines available through Residential Life staff);
9. Unauthorized accessing or alteration of official records and files;
10. Cheating (See Handbook);
11. Violation of the laws of the State of North Carolina.

Responses to Level III violations may include restrictions of movement, community service, short term confinement to student's residence hall or room, labor detail, loss of privileges for field trips, loss of other special privileges, parent conference, probation leading to possible dismissal if terms are violated, short term suspension which must be approved by the Principal, and dismissal by the Principal from NCSSM.

The Dean of Students or the Assistant Principal may authorize a Judicial Review Board Hearing to help ascertain the validity of the charges and to ascertain the extent and seriousness of the violation. The Judicial Review Board acts in an advisory capacity to the Dean of Students or the Assistant Principal. The student may waive his/her right to this hearing and appear before the Dean of Students or Assistant Principal.

NOTIFICATION

The Dean of Students or the Assistant Principal will notify the student, his or her parent(s) or guardian(s) by certified mail, academic and resident advisors, and guidance counselor of the charges and date and time of the Judicial Review Board hearing.

The student will notify the Judicial Hearing Officer of the persons who have agreed to appear on his or her behalf.

The Judicial Review Board consists of the following:

VOTING MEMBERS:

- .Two elected faculty members who serve from January through December.
- .Two elected Residential Life staff members who serve from September through June.
- .Three students selected at random from a pool of volunteers who:
 - 1) have no substantiated Level III violations;
 - 2) have not served on the Board during that year; and
 - 3) are not on the same hall as the person who is going before the Board;
 - 4) have had no significant involvement in the incident.

OTHER NON-VOTING PARTICIPANTS:

- .One elected faculty or Head of Residential Life who serves as presiding officer. The faculty member serves for academic violations, the Head of Residential Life serves for residential violations.
- .School employee chosen by the student to serve as student advocate;
- .Judicial Hearing Officer who presents the evidence;
- .Witnesses who are present only when offering information.

OBSERVERS:

- .Parent(s) or guardian(s);
- .Recorder of proceedings.

The recommendations for disciplinary response made by the Board are advisory and thus are not binding to the administration. The Dean of Students or Assistant Principal shall review information presented at the Judicial Review Board hearing and determine any appropriate discipline, except for dismissal. For discipline other than dismissal, the student may request that the Principal review the discipline.

If a student feels that the discipline by the Dean of Students or the Assistant Principal is inappropriate, the student may request within two academic days a review by the Principal. The student may submit written statements and other documentary support for the appeal. The Principal may conduct an informal hearing. The Principal will consider the materials and statements submitted by the student and the Dean of Students or Assistant Principal and respond in writing to the student. The Principal's decision is final.

If the Dean of Students or Assistant Principal recommends dismissal, the Principal will conduct a formal hearing within no fewer than five, or more than ten academic days. Notice will be sent to the student and by certified mail to parent(s) or guardian(s). The student may be represented by legal counsel at the hearing. The Dean of Students or Assistant Principal may also be represented by legal counsel. The formal hearing is a "de novo" or new hearing at which the Dean of Students or Assistant Principal presents the evidence which supports dismissal.

The formal hearing will be recorded. Following the hearing, the Principal will render the decision in writing to the student and his/her parent(s) or guardian(s). The Principal's decision will be based upon evidence presented at the hearing.

The decision is final unless the student wishes to appeal to the Director, NCSSM. This request must be made in writing within five academic days following release of the formal hearing results. The purpose of a Director's hearing of an appeal will be to consider objections to either the process or the discipline. The Director's decision will be based upon evidence presented at the Principal's hearing. The Director's decision is final.

All Level III proceedings and records are removed from the student's file at the end of the school year in which a student withdraws, is dismissed, or graduates from NCSSM except as follows: when the student appeals to the Director and the Director upholds the recommendation for dismissal, the dismissal is recorded on the student's official records.

SECTION IV: EMERGENCY SUSPENSIONS

If the Principal witnesses or is made aware of any serious student misconduct and believes that immediate removal of the student is necessary to restore order, protect persons on the school grounds, or protect school property, he may suspend the student(s) immediately for not more than three days, or if the emergency is deemed to continue, for a second three days.

In such cases, the Principal is not required to conduct the investigation described above before he suspends, but he thereafter shall carry out such an investigation and decide on further disciplinary action, if any. Hearing procedures and responses will be governed by the seriousness of the offense as described in Sections I, II, and III above.

Once the Principal has decided to suspend a student under the emergency provision, parent(s) or guardian(s) will be notified of the suspension. The Principal will meet briefly with the student to explain the purpose of the suspension and to hear the student's reasons why the action is not appropriate.

Should the results of the investigation convince the Principal that the recipient of the emergency suspension is not guilty of the misconduct in question, the student shall have the right to make up work he/she missed and to receive credit for such work. Students who are found guilty of the misconduct in question and are suspended as a result of the emergency provisions do not have the right to make up work missed during the emergency suspension.

ORGANIZATION OF THE NCSSM COMMUNITY

DIRECTOR - CHARLES EILBER

I. Dr. William Youngblood, Principal and Deputy Director for School Programs

A. Dr. Joan Barber, Assistant Principal

1. Student Support System
2. Academic discipline
3. Class attendance
4. Orientation
5. Research In Biology Instructor
6. Special academic programs and committees
(ie., Awards and Recognition Program
Female and Minority Committee)
7. Faculty Evaluation
8. Faculty and Staff Professional Development
9. Certification

B. Peggy Smith, Dean of Students

1. Athletics
2. Community and Work Service
3. Food Service
4. Health Services
5. Student Activities
6. Publications (Yearbook and Newspaper)
7. Security
8. Residential Life
9. Residential discipline
10. Student Council/Club Charters

C. Academic Department Heads

1. Dr. Steve Warshaw - Science
2. John Goebel - Mathematics
3. Dr. Ginger Wilson - Humanities

D. Brenda Nunn - Head of Library

E. Peggy Manring - Head of Media

F. Ola Stringer - Head of Admission

G. Rena Lindstrom - Head of Guidance and Counseling

H. Rosemary Oates - Registrar

II. Dr. H. Braughn Taylor - Deputy Director for Operations and Institutional Advancement

- A. Business Office
- B. Physical Plant
 - 1. Maintenance
 - 2. Campus planning
 - 3. Grounds
- C. Personnel
- D. Communications
- E. Development
 - 1. Parents' Council
 - 2. Alumni
 - 3. Corporate and private gifts
 - 4. Legislative
- F. Computer Center

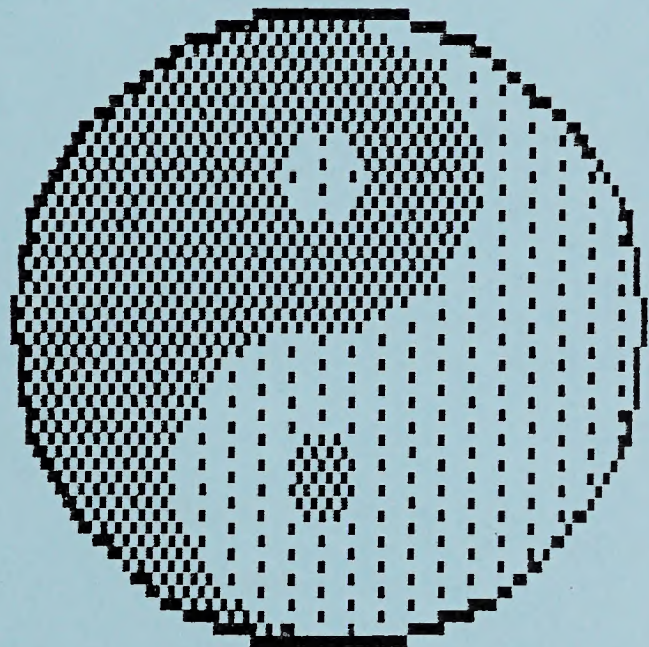
III. Dr. Keith Brown - Deputy Director for Special Programs and Research

- A. Summer Ventures in Science and Mathematics
- B. Durham Mathematics Council
- C. Math/Science Education Center
- D. Research

NCSSM BUS DRIVERS

1.	ANTHONY ALVAREZ	ND 229
2.	TODD ASHE	ND 218
3.	GIGI BOYER	E 214
4.	JAMES BRIDGES (DA)	ND 327
5.	MICHAEL CARTER (DA)	ND 316
6.	QUENTIN DAVIS	ND 427
7.	ROB DOWNS	ND 347
8.	BETSY GASKINS (DA)	BL 105
9.	CHRIS GIBSON	ND 226
10.	ADALYNN HARRIS	C 7
11.	SHEHOYA HARRIS	E 108
12.	WILLIAM HAWKINS (DA)	ND 118
13.	TONYU MARSHALL (DA)	BL 313
14.	JONATHAN MATTINGLY (DA)	ND 204
15.	AARON MILLESON	ND 111
16.	DUNCAN PARKS	ND 348
17.	MELISSA PRICE	C 18
18.	KAREN REID	E 210
19.	ERIKA RODDY	C 104
20.	ROBERT SANDERS	ND 418
21.	ERICA SMITH (DA)	BR 201
22.	NEIL STIKELEATHER	BR 305
23.	TRACY WEBSTER	E 215

student services



RESIDENTIAL LIFE STAFF
1987-88

Main Switchboard (919) 286-3366 Mon. - Thurs. 8:00am -8:00pm/Friday 8-5pm

Security Mobile Number (919) 596-1563 24 hours

Warren Basket Head of Residential Life/Residential Life Manager ext. 674

RESIDENT ADVISOR/HALL	TELEPHONE	EXTENSION	HALL PHONE	DORM ASSISTANT
-----------------------	-----------	-----------	------------	----------------

BEALL

Leilani Scotti	1st	286-3347	635	286-9030	Betsy Gaskins Cathy Nicholson
Arlene Brown	2nd	286-3224	233	286-9956	Elizabeth Cross Katharine Lea
Marlene Blakney	3rd	286-4220	321	286-9953	Tonyu Marshall Alice Mauskopf

BRYAN

Debbie Hardaway	2nd	286-3448	234	286-9029	Christy Cannon Erica Smith
Kenneth Jones	3rd	286-2352	320	286-9919	Thomas Hazel Pat McGhee
Mark Adams	4th	286-1771	403	286-9016	Robert Dums Asit Sharma

REYNOLDS

Casie Goldston	GR C	286-7155	669	GR C 286-9008	Catherine Olegar
				1st C 286-9949	Savti Shodhan
				2nd C 286-9001	Danielle Bernard
	1st C	286-1185	667	1st D 286-9052	Wedad Elmagray
				2nd D 286-9006	Myriam Khoury
Sally McMillan	1st E	286-7190	668	GR E 286-9915	Tina Smith
				1st E 286-9003	Katherine Kirby
				2nd E 286-9005	Sharon Gardner

NEW DORM

Warren Basket	1st	286-1764	631	286-9985	Long Bui William Hawkins
Marty Wagner	2nd W	286-0786	235	286-9908	Todd Ashe Jon Mattingly
Mike Gunzenhauser	2nd E	286-3269	230	286-9920	Pete Eisenhauer Bryan Stensvad
Jim Millard	3rd W	286-9589	324	286-9984	Jim Bridges Mike Carter
Michael Walters	3rd E	286-9651	322	286-9983	Chuck Kelso Jon Davis
Tony Langley	4th W	286-9181	401	286-9954	Robert Charles Nathan Lefler
Scott Jones	4th E			286-9953	Calvert Jeffries Larry Chavis

PHILOSOPHY OF STUDENT LIFE

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit everyone through the creation of a climate which promotes purposeful learning and living. The North Carolina School of Science and Mathematics presents an opportunity for such a purposeful experience. This community allows all to contribute to and learn from others the joy of discovery and the stretching of one's limits.

The living and learning environment of NCSSM is based on the following principles and expectations:

1. HONOR AND TRUTH: We expect students to be honest with each other and with faculty and staff members.
2. RESPONSIBILITY AND ACCOUNTABILITY: While students have the freedom to make a number of important individual choices, they must understand that with this freedom goes responsibility. Students will be held accountable for the decisions they make and for their behavior, both on and off campus.
3. MOTIVATION AND COMMITMENT: We expect each member of the community to strive for excellence in his/her academic, social and personal development. Students are expected to exercise self-discipline and to meet their commitments, both in and out of the classroom.
4. FAIR PLAY AND CIVILITY: Everyone at NCSSM deserves to be treated with respect and courtesy.
5. SAFETY AND SECURITY: We expect students to take care of themselves and their environment.
6. HEALTH AND HYGIENE: We advocate good physical and mental health for all members of our community. Students are expected to exhibit care for personal and community cleanliness.

I. RESIDENTIAL LIFE DEPARTMENT

The Residential Life staff members who live in the residence halls assume an "in loco parentis" role and are responsible for directing, guiding, and supervising the students, particularly in areas of non-academic development. The staff counsels students on an individual and group basis, provides social and recreational opportunities, sets guidelines for acceptable behavior, interprets and enforces school policies, responds to problems and conflicts, and administers discipline when necessary. The Residential Life staff is in charge of the day-to-day operation of the residential life program and, with administrative support, holds responsibility for decision-making in this area.

In addition to the professional staff, there are Dorm Assistants (DAs) who serve as peer counselors, plan hall activities, help enforce guidelines and act as liaisons between the students and the staff. DAs are members of the senior class chosen for demonstrated leadership qualities.

II. RESIDENTIAL EXPECTATIONS

1. AUTOMOBILES: Students are not allowed to have unauthorized possession of or access to a car or other motorized vehicle while under the jurisdiction of the school. This includes the storage of vehicles in the Durham and immediate surrounding area. OTHER THAN PROM WEEKEND, ANY EXCEPTION TO THIS POLICY MUST BE FOR EMERGENCIES ONLY AND MUST BE CLEARED IN ADVANCE WITH THE DEAN OF STUDENTS. A STUDENT WHO BRINGS A CAR BACK WITHOUT SECURING THE NECESSARY PERMISSION IN ADVANCE WILL BE ASKED TO RETURN HOME WITH THE CAR IMMEDIATELY AND MAY FACE ADDITIONAL PENALTIES.
2. CURFEWS AND EVENING HOURS: The following guidelines have been established with the intent of providing an atmosphere that is conducive to self-directed learning and study for all students:

FIRST QUARTER EVENING HOURS: (Sunday - Thursday)

CURFEW CHECK	8:00 p.m.
RESIDENCE HALL DUTIES AND HALL MEETINGS	8:00 pm - 8:30 pm
EVENING STUDY HOURS	8:30 pm - 10:00 pm
IN-DORM CURFEW CHECK	10:30 pm
IN-ROOM CURFEW CHECK	12 midnight
QUIET HOURS	8:30 pm - 8:00 am

All extra-curricular activities, academic classes, tutorials, clubs and organizational meetings must be completed by the 8:00 p.m. curfew. Students may sign out to go to the library or to pursue independent work in other academically related areas after 8:30 p.m.

SECOND QUARTER TO END-OF-YEAR EVENING HOURS:

CURFEW CHECK	8:00 pm
RESIDENTIAL DUTIES AND HALL MEETINGS	8:00 pm - 8:30 pm
QUIET HOURS	8:30 pm - 8:00 am

After 8:30 p.m. students will be free to engage in activities of their own design. This time in the evening is recommended for self-directed study be it individual or in a group.

The hours from 8:30 p.m. until 8:00 a.m. are to be considered "quiet hours" so that those individuals who choose to study or retire early may do so. Individuals who wish to socialize should move to lounge areas.

As in the first quarter, all academic classes, extracurricular activities, tutorials, club/organization meetings, etc., must be completed by the 8:00 p.m. curfew.

3. SIGN-OUT: Students must sign out according to established procedures EACH TIME THEY LEAVE THE NCSSM CAMPUS. If a student plans to be off campus during the evening hours, staff permission and signature is required. When a student plans an overnight stay, parent and staff permission is required. Sign-out procedures may change with each earned stage of Student Privileges.

ON CAMPUS CARD

- Placed in front of other cards when student is on campus or attending athletic practice.

OFF-CAMPUS CARD

- Prior to 8:00 p.m. Write in specific place, time, conveyance, companion, and expected time of return and place in front of cards.
 - After 8:00 p.m. Write in specifics listed above; obtain staff permissions and signature.
 - Overnight Card Write in specifics listed above; obtain parent and host permission and obtain permission and signature of Residential staff member; place card in front of others.
4. EMPLOYMENT: Students may not hold a regular full-time or part-time position while under the jurisdiction of the School.
 5. DRESS CODE: The school expects that dress be neat, clean, and appropriate for the occasion. Shoes are required in all areas of campus except in a student's assigned residence hall. Sunbathing is permitted in certain designated areas.

Sunbathing is permitted daily after 8:00 am until sundown:

- Grassy area between Beall and Reynolds
- The Reynolds Courtyard

Sunbathing is permitted after 5:00 p.m. and anytime during weekends:

- Grassy areas between Beall and Bryan

Sunbathing is OFF LIMITS AT ALL TIMES:

- Areas in front of Bryan Center
- Areas in front of Watts Hall facing Broad Street
- Areas in front and behind the New Dorm

6. PARENT CONTACT: Throughout the year, the staff will provide parent(s) or guardians with information about each child's development and about various activities the school is having. Parents will receive formal contact from the Residential Life staff in the form of a Quarterly Progress Report. This report evaluates a student's adjustment to the school environment, cooperation with staff, and compliance with expectations. Parents may be contacted any time a student is experiencing problems of a residential or academic nature.

In addition, parents will be called any time a student is more than one hour late for the final curfew. This is not done as a punitive measure, but to give information to the parents in case an emergency is involved. Parents also will be contacted any time a student is taken to the emergency room or any time a student is staying overnight in the Duke University infirmary.

7. ROOM AND HALL INFORMATION:

A. Safety:

- Weapons, candles, open flames, incense, cigarettes including clove, etc., are not allowed in the residence halls for health and safety reasons. Smoking is permitted in designated areas. Cleanliness of those designated areas is the sole responsibility of smokers. Smoking areas which are not maintained in a clean and orderly state will be closed.
- Potentially dangerous scientific equipment (such as lasers) may be stored in a student's room only with permission from the residential life staff and a faculty member.
- Archery, martial arts and other equipment must be stored with the Athletic Coordinator.
- Pets are not allowed in school buildings.
- Students are allowed to have one (under 4.0 cubic feet, regular 110 volts) refrigerator unit per room. Other appliances are to be stored and used in kitchen areas, not in student rooms.
- Televisions are provided in each residence hall; students are not allowed to have TV's in their rooms. (Personal TV's may be used as computer monitors only).

B. Room Inspections:

- Weekly inspections are held in order to assure that student rooms meet basic health and safety standards established by the school and health and fire safety authorities.

C. Hall Housekeeping and Maintenance:

- As part of the work service commitment, each student is responsible for one hour per week in the maintenance and daily upkeep of the residence halls, including kitchens, hallways, bathrooms, and lounges.

D. Room Arrangements and Decorations:

- The Residential Life staff reserves the right to determine appropriate decoration of rooms, doors and hallways. Arrangement of furniture must meet basic safety requirements and guidelines established by the Residential Life Office. Community-wide posters and notices are to be mounted on bulletin boards or designated areas only.

E. Entry and Search:

- An NCSSM student who resides in a residence hall room is due the right to privacy in that room. No parents, visitors, and other students will be allowed access to that room unless the student is present. A pass key is used for normal non-emergency conditions such as maintenance and room inspections or in cases involving the immediate safety of occupants.

Where there is reason to believe violations of school policy or criminal law are occurring, a room search will be authorized by the Principal, the Dean of Students, or the Head of Residential Life. The established procedure below is done to protect the rights of the students:

- An effort will be made to locate the student(s) residing in that room so that they may be present during the search; otherwise at least one student representative will be present.
- Two adult representatives of the School will conduct the search.
- Those conducting the search will knock upon the door of the room in question and identify themselves. If they are not immediately admitted, a pass key will be used to gain entry, if necessary.

- If the room is occupied, those entering the room will announce the purpose of their visit and that they have been properly authorized to conduct a room search.
- If contraband (drugs, alcohol, dangerous weapons, fireworks), items used in a criminal act, or stolen items are found, they will be confiscated and a written receipt detailing the items taken will be written. The receipt will be signed and dated by all persons present including exact time, and will be given to the room occupant(s). If the occupants are not present, the receipt will be left in a prominent, easily visible place. Confiscated items will be turned over to Security. The Dean of Students will institute appropriate disciplinary actions.
- When local, state, or federal law enforcement officers present duly authorized warrants or when such officers have determined that sufficient cause exists which justifies a warrantless search, school officials will allow these officers to conduct a room search. School officials will remain present at all times and the same notice concerning confiscated property will be issued to the room occupant(s) or placed in a prominent place by school officials.

8. OPEN HOUSE:

Halls may designate certain times "Open House" when students and other guests of the opposite sex are allowed to visit in the residential wings. These hours are supervised by the residential staff. Specific guidelines must be followed by students and guests. (e.g. Rooms must be lit, doors must be opened at no less than a 45 degree angle, all occupants must be upright, etc.)

9. GUESTS: ALL GUESTS OF NCSSM STUDENTS MUST CHECK IN WITH THE RESIDENTIAL LIFE OFFICE TO OBTAIN A VISITOR'S PASS.

Students are allowed to have guests on campus during the following hours:

8:00 a.m. - 8:00 p.m. Monday-Thursday
 8:00 a.m. - 12:00 midnight Friday-Saturday
 8:00 a.m. - 10 p.m. Sunday

Students are responsible for the actions of their guests, including any damages accrued or policies broken. Visitors are expected to abide by all rules governing student life. Students are expected to accompany their guest(s) at all times while they are on campus. No guest will be allowed access to a student's room if the occupants are not present.

Students may not have guests of the opposite sex in their rooms or on single-sex halls/lounges unless permission has been secured from a staff member. Anyone who is not a current NCSSM student or faculty/staff member is a guest.

Overnight guests are not permitted on weeknights (Sunday-Thursday), but are allowed on Friday and Saturday nights provided that they are properly registered before 11 p.m. with the staff person on duty in the dorm which hosts the guest and provided the roommate agrees. Overnight guests of the opposite sex must stay in the appropriate male or female residence hall. The staff reserves the right to deny overnight permission for guests when necessary.

NOTE: For reasons of privacy and personal comfort for students, parents will not be allowed to stay overnight in the dorms. Exceptions are hall-wide or dorm-wide Mother-Daughter or Father-Son weekends. Parents are encouraged to participate in campus activities, provide hall dinners, chaperone dances, or athletic events, etc. On campus accommodations will be available for such participation on a first-come/first serve basis.

10. MEETINGS AND ASSEMBLIES:

- Students are expected to attend all required assemblies or meetings. This includes hall and dorm meetings.

11. OFF-CAMPUS ACTIVITIES:

- Occasionally, school-sponsored activities require travel away from the campus, sometimes outside the Triangle area. Most trips are day trips, going and coming back the same day. Parents are not notified of day trips inasmuch as they are an expected part of the school program. For overnight trips, students will provide parents with a permission form for them to sign and return to the appropriate staff person.

By enrolling students in the school, parents extend permission for them to travel in school vehicles or in private vehicles of faculty, staff, or other adults who participate in school programs (the Host Family Program, for example).

Adult chaperones are required for events outside a 30 mile radius of NCSSM, overnight trips, dances, and other large group functions.

Within the Triangle area (Raleigh, Durham, Chapel Hill area, and Hillsborough), certified student bus drivers have been allowed to transport small groups of students to certain activities such as shopping, movies, dinner loops, athletic events and outdoor concerts. Chaperones have been encouraged but not required for the following reasons: 1) the frequency of such trips limits the availability of adults due to the state-imposed 40 hour work week and 2) parents generally grant permission for unchaperoned events similar to those when the student resides at home.

It is not possible for the school to be responsible for monitoring or controlling the riding in other vehicles when students sign out to leave campus. Any restrictions which parents wish to place on their child relative to riding in non-school vehicles must be agreed upon between parent(s) and student(s) based on mutual trust and the ability of the student to make responsible decisions.

12. PRIVILEGES:

- Throughout the academic year, a series of privileges are granted to students who have demonstrated their ability to make mature decisions and show commitment to their academic endeavors. These privileges carry certain guidelines and responsibilities. In some cases, parents are involved in the decision-making. The Residential Life staff coordinates the implementation of these privileges after consultations with students and administrators. Student progress will be evaluated on a regular basis and privileges will be assigned upon approval. This system of privileges is available to all students meeting the established criteria.

III. PROGRAMS

ATHLETICS

NCSSM offers an interscholastic athletic program in the following sports: soccer (boys, girls), basketball (boys, girls), tennis (boys, girls), wrestling (boys), baseball (boys), volleyball (girls), softball (girls), cross-country (coed), swimming, and track (coed). There is also an active intramural program for those students who desire less competitive involvement or whose schedules will not permit time for interscholastic sports. Private lessons can be arranged with area professionals; these are the financial responsibility of the student.

Because of the time commitment involved in interscholastic sports, students who encounter academic difficulties will be reviewed to determine if they should be allowed to continue participating in interscholastic sports.

WORK SERVICE

A student work service program is necessary to maintain the grounds, cafeteria, buildings and various program functions of the school. Contributions of time, energy, ideas and talents provide not only a financial benefit to the School and thus ultimately to students, but also permit a sense of communal involvement which can create a bond between those participating and their environment. Each student is expected to be cooperatively involved in a work service assignment for three hours a week and one hour in hall maintenance (see #7).

COMMUNITY SERVICE

The Community Service program provides an opportunity for students to be of service to a community while learning about community life, the working world, and themselves. The School expects that the experience of volunteering will carry over into other aspects of students' lives and that many of them will continue to volunteer their energies and talents after they leave NCSSM.

The wide variety of options makes it possible for students to select the way of fulfilling this graduation requirement that best fits the needs and interests of the student. A minimum of sixty hours, completed either prior to enrolling or between the junior or senior years, is required.

NOTE: The School strongly supports the value of the Work and Community Service programs and the need for students to commit themselves to this concept. SUCCESSFUL COMPLETION OF THE WORK SERVICE AND COMMUNITY SERVICES PROGRAMS IS REQUIRED FOR GRADUATION FROM NCSSM. Students who do not receive a grade of Satisfactory in their junior year will not be offered re-enrollment. Seniors who do not successfully complete those requirements in a satisfactory manner will not graduate.

THURSDAY EVENING SERIES

An interdisciplinary required course, developed cooperatively by Residential Life, Health Services, Guidance and Counseling, and parents, which focuses on the personal, social and leadership development of our students, will be presented during the first three quarters of the 1987-88 school year. Numerous topics will be covered including time management, health and nutrition, leadership styles and skills, college planning, peer relationships, and coping with pressure.

STUDENT ACTIVITIES

A comprehensive student activities program is provided and is designed to complement the strong academic program at NCSSM. The Student Activities Board is composed of volunteer representatives from each residence hall. The Board, the Student Activities Coordinator, and other members of the school community, are responsible for creating and implementing the program. Examples of activities include off-campus outings to shopping malls, museums, plays, and concerts. On-campus activities include dances, parties, talent shows, and other special events including the annual spring prom. A Dorm Council will be elected for each dormitory. The Council will be responsible for planning on-campus activities on a regular basis.

Students also may participate in school clubs (examples include chess, math, science, astronomy and camping), in school publications (yearbook, literary magazine, newspaper), in competitive groups (speech and debate, Quiz Bowl), and in various off-campus activities, including the Host Family Program. In the Host Family Program, Durham community members who are friends of the School provide a "home-away-from-home" for students.

Some off-campus activities will require money to offset costs. In addition, students will need spending money for personal supplies. Parents and students should make arrangements for an appropriate budget.

Students are strongly encouraged to open a personal bank account with a nearby financial institution. (Most area merchants will not accept out-of-town checks.) In addition, some expenses incurred by students will require a cashier's check or money order (class rings, graduation items, etc.). In some cases, NCSSM may not be able to accept personal checks from students. Students are strongly urged not to keep large sums of cash in the residence halls.

Students who have significant financial concerns are encouraged to discuss their concerns with a residential staff member. A loan fund is available through the Dean of Students for emergencies.

STUDENT GOVERNMENT:

Students at NCSSM are actively involved in Student Government. There are two components of this type of student-initiated and student-run government: Student Council and Dorm Council. Both groups plan activities for the student body and make recommendations to the Administration on issues governing student life.

GRADUATION REQUIREMENTS

All students must successfully complete Introduction to College Mathematics and successfully complete one unit of mathematics each year. Students who have completed geometry prior to entry must complete two units of mathematics. Students who have not taken geometry must complete three units of mathematics and one unit must be geometry (MA105). Computer Science courses do not fulfill mathematics requirements. Students must also demonstrate computer competency either by enrollment in a computer science course at this school or by consultation with The Mathematics Department.

All students must successfully complete three units of science while in residence at the North Carolina School of Science and Mathematics and show competence in each of the three basic sciences (biology, chemistry, physics) either by passing an introductory or upper level course or by taking a test to place out of that science course. A student placing out of a science must still complete three units of science credit.

All students must successfully complete two units of English, one unit of social science and complete foreign language either by taking two units at the North Carolina School of Science and Mathematics or by satisfactorily completing a minimum requirement of Level 2 with one year of study at the School.

All students must successfully complete one and one-half units of electives and one-half unit of Physical Activity/Wellness. The minimum academic graduation requirements are listed in the table below.

MINIMUM GRADUATION REQUIREMENTS

Subject	Credits Earned at Previous School	Additional Credits Re- quired by NCSSM	Total Number of Credits Required
English	2	2	4
Mathematics	2	2	4
Science	1	3	4
Social Science	1	1	2
Foreign Language	0	2	2
or	1	1	2
or	2	1	3
Physical Activity and Wellness	1	0.5	1.5
Electives	1	1.5	2.5
TOTAL	8	12	20

In addition to satisfactory completion of the above requirements, students must receive a passing score on the statewide competency test and receive satisfactory grades of "S" in both Community and Work Service requirements.

Students who do not meet standards of behavior as specified by the administration of the school or as outlined in THE STUDENT HANDBOOK may be required to withdraw from the school. In such cases, the student will not be awarded a diploma from the school or be allowed to participate in the school's commencement programs. To receive a diploma, a senior must have passing grades in all courses at the end of the year and must be free from any disciplinary action, official or pending.

COURSE LOAD

Each student is required to enroll in a minimum of five academic courses each semester. English and mathematics must be included in every student's program of study each semester. Unless special conditions exist, each junior's program of study must include English, mathematics, two sciences, foreign language, American history and an individualized program in physical activity/wellness.

The maximum number of courses allowed for entering juniors is six. Exceptions include physical activity, computer science, music, and art. Students desiring exceptions or additions to this requirement must have permission from the Principal.

GRADING AND EVALUATION

There are four grade reporting periods each year. Students' progress reports are recorded in letter grades with the majority of courses and all seminars using the following evaluation system:

- A = Outstanding achievement
- B = Superior, meeting all course requirements
- C = Acceptable, minimally meeting requirements of course
- D = Unsatisfactory, no NCSSM credit toward graduation

The following evaluation system is used for reporting student progress in Independent Study, Community Service, Work Service, and certain computer and applied science courses:

- S = Satisfactory
- U = Unsatisfactory

Copies of each student's progress reports will be sent to (a) parents or guardians to (b) students, (c) their advisor(s) and (d) the Registrar's file. Students' reports are distributed to them by their resident advisors for joint examination and consultation.

INCOMPLETE WORK

When unusual circumstances prevent the completion of assigned work during a specific grading period, a teacher may petition the Department Head. The Department Head submits request to the Principal who may grant permission to evaluate a student's work as Incomplete (I). This option is not available for Work or Community Service or for failure to plan ahead or manage time wisely. Written approval from the Principal must be sent to the registrar. Permission for an incomplete grade at the close of the year will be granted only in emergency circumstances.

All grades of Incomplete (I) must be removed within ten school days after the close of the grading period. Students have the responsibility of completing their obligations in the course and earning a permanent grade before the end of the ten-day grace period.

SCHEDULE REVISION POLICY

A student may request to drop a semester course up to four weeks before the end of the semester and a year course up to four weeks before the end of the first semester without a record of the course appearing on the student transcript. The withdrawal process must be initiated by obtaining a withdrawal form from the Registrar. This form must be signed by the course instructor and the department head and then returned to the Registrar, who will issue the student a new schedule. Failure to follow this procedure when withdrawing from any course will result in a grade of "D" or "U" recorded on the transcript.

In special circumstances, faculty or staff-initiated requests to evaluate a student's academic program for the purpose of dropping a course after the above deadlines have passed will be reviewed by the Principal.

All students should be aware of two important facts regarding their course schedules and subsequent responsibilities: (1) the official printed schedule from the Registrar's Office is the only program which the student should follow, and (2) no partial credit is given for any course, regardless of the time at which it was dropped.

COURSE AUDITS

Auditing a course for enrichment or remediation requires a commitment of both time and energy. The instructor of any course may grant or withhold permission to audit. Students auditing a course cannot (1) use a place in the class needed for students enrolling for credit, (2) earn credit for the course, or (3) have the course recorded on the official transcript.

STUDY OPTIONS AND SPECIAL PROGRAMS

Special options and study plans are described in the course catalog. Options for Independent Study, Individualized Instruction and seminar-based study are available to students upon request. Application forms for these study options are available in the office of the Registrar. Seminar-based study requires prior arrangements with a teacher/sponsor who assumes responsibility for the supervision of the program.

ADVANCED PLACEMENT PROGRAM

NCSSM provides opportunities for students to participate in the Advanced Placement Program of the College Entrance Examination Board. While the school's program of study does not include Advanced Placement courses, many students earn college credit by electing to take one or more AP examinations in the various disciplines in which these tests are offered each year. Placement decisions based on these examinations depend on the policies of the college or university chosen by the student.

TESTING SCHEDULES

The school makes an effort to provide optimum conditions for testing and evaluating a student's progress. However, conflicts in scheduling of tests do develop at times. The following procedure is designed to help resolve problems created by more than one test scheduled on any given day.

All tests and quizzes (15 minutes or more in length) must be registered by faculty on a sign-up sheet for each instructional day of an upcoming two-week period in the Principal's Office.

Students scheduled for more than two major tests/quizzes on any given day should check the sign-up sheet to determine the order in which the tests were registered. The first two teachers to sign the sheet have priority. This means a student is obligated to take these tests as scheduled. Teachers scheduling tests after the two with priority are required to work with the student in rescheduling the tests at the earliest possible date, if the student requests it. It is the responsibility of the student to become familiar with this policy and initiate this process prior to the day of the test in question when problems develop due to the scheduling of multiple tests on the same day.

COMPUTER USE POLICY

The use of the computer is a privilege at NCSSM. This privilege assumes responsible and courteous behavior from all users. Any student who misuses the computer or peripheral equipment will lose this privilege, and disciplinary action will follow.

The primary purpose of the computer is to enhance learning. It is used not only to study computer science but also as a tool for calculating and word processing in all academic areas. Any other use of the computer is incidental to this. All users must realize that use of the mail or phone commands and the printer must be reasonable and should not inhibit the academic use of the machine.

Each user is assigned an account which is considered by NCSSM to be his or her personal property. Thus, it is private and should not be violated by anyone. Each user should realize that disclosing his or her password to another person is giving that person tacit approval to use his or her account. This policy also applies to all system and administrative accounts.

In view of this right of privacy and personal property, any student who gains unauthorized knowledge of a password giving that student access to any other account must immediately tell the password owner so that the password can be changed. Failure to do so will result in disciplinary action which may include a recommendation for dismissal from the School.

Any other computer-related behavior that is viewed as unacceptable to the school community will, at the least, result in the loss of computer privileges.

GUIDANCE AND COUNSELING

The goal of the NCSSM Guidance Program is to facilitate the total success of students in their adjustment to the school community, in their academic endeavors, in their transition to college and career, and in their individual personal growth. Structured programming is provided to assist the students as they encounter the changes that are a normal part of growing and the challenges unique to the NCSSM community.

The effective guidance of young people at NCSSM is a result of the team effort of teachers, counselors, the residential life staff, the health services staff, administrators, and, indeed, the total adult community. The NCSSM staff works together to try to provide consistent, caring support for the young people who come to live and learn.

Students are encouraged to meet with a member of the counseling staff whenever they need assistance. Parents are encouraged to share information pertinent to their child's growth and to share their concerns and questions throughout the year with their child's, academic advisor, resident advisor or a counselor. Such a supportive relationship between home and school community is vital to the success of the student.

ACADEMIC ADVISORS

Each student is assigned an advisor who will be either a teacher or a professional staff member. Advisors will meet with students during the year to assist with course registration, review grade reports and deal with other academic and personal concerns. These advisors are seen as personal resources and advocates for the student, and are available for formal or informal conferences, or other less structured interaction throughout the school year.

Academic advisors will write the "institutional" letter of recommendation for students in support of college application. Students are encouraged to develop a strong personal relationship with their advisors.

TUTORIALS

Tutorials provide opportunities for students to seek assistance from faculty. Teachers from each discipline are on duty each evening Monday-Thursday and at other hours specified during the day. Students in academic difficulty or in need of review or of individualized help are encouraged to take advantage of these sessions.

WITHDRAWAL, RE-ADMISSION POLICY

When a student is absent due to an extended illness, a review is made of the student's academic status. Academic department heads will notify the Principal when the student is at the point where continued absence will result in no credit. The Principal will send written notification of a decision to allow continued enrollment or recommend withdrawal to the student and his or her parents.

Students who withdraw because of illness or personal reasons beyond their control may re-apply for admission. Application for re-admission should be forwarded to the Principal's Office. Re-admission will be granted if there is reasonable assurance that the student can meet all the requirements necessary to graduate with his or her class.

STUDENT RECORDS

A permanent record for each student is kept in the Registrar's Office. Guidelines in compliance with the Family Educational Rights and Privacy Act are observed in accessing these records. Students and parents are welcome to consult the full copy of the North Carolina School of Science and Mathematics Student Record Access Policy, on file in the offices of the Principal and Registrar.

CLASS ATTENDANCE:

NCSSM recognizes that a positive correlation exists between regular class attendance and achievement. Therefore, regular attendance is required.

1. Attendance Policy

Three kinds of absences are recognized:

1. Excused absences (NCSSM staff are obligated to provide an opportunity to make up the missed work)
2. Discretionary absences (the student is responsible to arrange for make-up work at the convenience of the teacher)
3. Unexcused absences (staff are not required to provide an opportunity to make up missed work)

The Assistant Principal will allow excused absences for illness, for attending school sanctioned functions, for emergencies at home, and for unusual circumstances. Examples of the latter include religious holidays not included in the school calendar or ROTC physicals. The School Nurse will advise the Assistant Principal regarding students who should be excused for illness (see Medical Protocol).

All other absences will be recorded as discretionary or unexcused.

Discretionary absences may be taken for activities scheduled at the discretion of the student. Examples include dental appointments, scholarship interviews, or special activities and competitions not sponsored by NCSSM. Except for rare circumstances, students are limited in discretionary absences to:

1. Three in a semester course
2. Five in a year course

Requests to use discretionary absences are made in the Principal's Office. Discretionary absence requests should be filed in advance to verify approval before taking the absence. Students should use the discretionary allowance carefully since all absences in excess of that allowance will be recorded and treated as unexcused absences. Discretionary absences may not be taken when tests are scheduled.

Students failing to meet attendance expectations will receive the following responses:

NOTE: Statements 1-6 below refer to the total number of absences in ALL classes. This unexcused absence policy also applies to special schoolwide required activities such as Special Projects Week, Departmental Symposium Days, and other announced activities.

1. One unexcused absence - written notification to the student from the Registrar's Office
2. Two unexcused absences - written notification to student/parent and referral to a guidance counselor
3. Three unexcused absences - a weekend suspension from NCSSM with telephone notification to parent(s)
4. Four unexcused absences - another weekend suspension from NCSSM with a student/parent conference with the Assistant Principal
5. Five unexcused absences - written warning to the student and parent(s) from the Principal
6. Six unexcused absences - recommendation for dismissal from NCSSM

2. Medical Protocol

In order to be excused from class for medical reasons, a student must report to the NCSSM Clinic. The student's name will appear on the sick log turned into the Principal's Office each day in order for the absence to be recorded as medically excused.

Students will remain at rest in the clinic "lie-down area" or in their rooms (at the discretion of the physician and/or nurse). Any student excused from class for medical reasons will not be allowed to participate in any athletic event on that day. Students who are referred to the Infirmary on the Duke University campus are excused from classes during their stay in that facility.

If a student whose name appears on the sick log participates in an athletic event, the excused absence will be changed to unexcused.

ACADEMIC HONESTY

Cheating is not acceptable in the NCSSM community. Cheating is defined as the submission of someone else's work as your own or the inappropriate use of your own work to help another student. Some examples of cheating include plagiarism, copying on tests or collaboration on homework when this is not permitted by the teacher. Allowing another student to use your work as an aid in doing his or her work on graded assignments or tests is also considered cheating. The teacher is the final authority on what does or does not constitute cheating in a specific class.

The handling of alleged cheating offenses is described in the STUDENT CODE OF CONDUCT.

RESTRICTED AREAS

Students are not allowed in offices, unsupervised classrooms, laboratories, laboratory preparation and storage areas, computer or micro rooms terminal areas, or other locations normally supervised by faculty or staff after these facilities are closed.

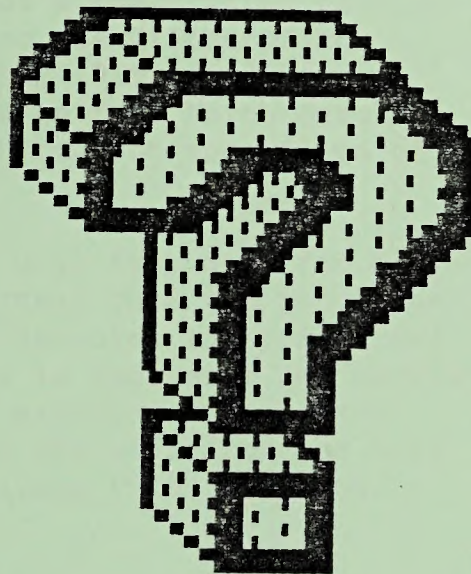
Unauthorized presence in such areas will result in disciplinary action and could result in dismissal from NCSSM.

ENROLLMENT TO NCSSM FOR THE SENIOR YEAR

Students are invited to attend NCSSM both as juniors and then as seniors through different and separate processes. Students invited to attend for the senior year will be NCSSM juniors who

- 1) have passed five courses which include mathematics, one science, history, and English, or a combination of courses specified in an academic contract reflecting special circumstances,
- 2) have passed language level 1 if two years must be taken at NCSSM,
- 3) have earned an "S" in Work Service, and
- 4) will complete Community Service requirements before returning to NCSSM for the senior year.

general information



CAFETERIA

The School will provide three meals a day. Meals are usually served cafeteria style. On special occasions picnics, buffets, or family style meals are served. There is a snack bar where food may be purchased. Shoes and shirts must be worn at all times in the cafeteria or snack bar.

DEPOSIT

All students are required to deposit \$50.00 with the Business Office at the beginning of the academic year as a security deposit against any loss of instructional or other school materials or any damage to school property. Any charges for losses or damages will be deducted from this deposit. Costs for repairing deliberate damage to school property which cannot be assigned to specific individuals will be divided equally among the residents of the particular hall or dorm.

ELIGIBILITY AND CHANGE OF ADDRESS

1. Permanent: The School requires that parents make sure that updated addresses and phone numbers are on school records at all times. This is essential for use in emergency situations and for compliance with the North Carolina residency requirement. If a student is a North Carolina resident at the opening of the school year, a move to a new permanent residence outside the state by the parents would not affect the attendance status for the remainder of that year. It is the School's expectation that any address change be reported immediately to the Office of the Registrar, either by writing or by calling (919)286-3366. Questions concerning the effect of a change from North Carolina Resident status by parents should be referred to the Office of Operations and Development (286-3366).

2. Temporary: Frequently families are away from home for many reasons. At such times it is most important that the school be aware of this and have persons in North Carolina identified and their telephone numbers provided for use in emergency and unusual circumstances. Students and parents are expected to take the initiative in giving this information to the office of the Dean of Students, either by writing or by calling (919) 286-3366.

HEALTH SERVICES

Attention to student illnesses and accidents will be provided on campus and at the Duke University Student Health Services and Infirmary.

Students on medication of any kind at any time are required to provide this information on their health form. Students are not to keep prescribed medications in their rooms without approval of the Health Services staff. Arrangements will be made to secure some medications in a safe place on campus for controlled student use.

INCLEMENT WEATHER

When inclement and unsafe weather conditions develop on a weekend, students who are away for the weekend are to exercise extreme caution when returning to NCSSM. The decision to return rests with their parents. Students who are delayed returning to school are to contact their Resident Advisors.

When unsafe weather conditions develop on the day school is dismissed for a weekend, students will be urged to remain on campus until weather permits safe travel. Staff will be available for supervision.

When faculty members cannot attend classes due to unsafe weather conditions, students will be alerted by announcements posted in residence halls, on classroom doors, outside elevators, and/or on local radio station broadcasts. Students should check their classrooms on these days for posted lessons.

LOST AND FOUND

Books and other instructionally related materials can be claimed from the Principal's Office. Clothing and miscellaneous items can be turned in or claimed through a Security Officer.

MAIL DELIVERY

Mail is delivered Monday-Saturday to student mailboxes. NCSSM students should use the following mailing addresses for:

NEW DORM

Name of Student or
Box _____
New Dorm, NCSSM
1219 Broad Street
Durham, N.C. 27705

BEALL, BRYAN, REYNOLDS

Name of Student
Box _____
Beall Pavilion, NCSSM
1219 Broad Street
Durham, NC 27705

A U. S. Postal Service mailbox is located outside of Bryan Center. A U. S. Post Office is located at 703 Ninth St., a few blocks from the School.

SAFETY AND SECURITY/TRANSPORTATION

The Safety and Security staff provides many valuable services to the NCSSM community. In addition to comprehensive safety programs designed to promote a safe environment, the staff provides 24-hour security coverage.

This department is also responsible for arranging and/or providing certain types of transportation for students. The Security Officer on duty will provide emergency transportation to the doctor or hospital in the event of injury or illness. Other transportation needs such as non-emergency medical appointments, special student activities, or dorm activities must be planned and coordinated through the Security Office with a minimum of three days' advance notice.

NOTE: Students and parents are responsible for transportation arrangements to and from the airport as well as for other personal student needs (i.e., college interviews, etc.). The NCSSM staff cannot provide transportation for these purposes. Limo service and taxis run regularly to Durham. Students should plan to have sufficient funds to meet this expense. Students may not bring personal cars for the purpose of traveling to the airport.

Transportation to and from the bus station will be provided by the Safety and Security staff. Students need to contact one of these staff members for information on this service.

Students wishing to arrange transportation for a special activity or event must have the appropriate transportation request form filled out completely and signed by the faculty or staff member sponsoring the activity. NCSSM students are not allowed to sign the transportation forms. These forms may be obtained at the Security Office or in the Residential Life Office.

SCHOOL STORE

The School Store, located on first floor Bryan, stocks various items for purchase by students and faculty/staff, including notebooks, pens, and other instructional materials, as well as school T-shirts, decals, and other memorabilia. Hours of the store's operation will be posted. A change machine is located on the ground floor of Beall Pavilion.

STORAGE FACILITIES

Limited storage areas are available in some residence halls. Students who leave items in storage do so at their own risk. Materials may be stored by any student as long as space is available. All items for storage should be clearly labeled with the student's name, date stored, and address, and enclosed in a suitcase, trunk, or sealed box. UNCLAIMED ITEMS WILL BE THROWN AWAY.

student-to-student



I know you're probably tired of reading information about S & M, but it's really good for you. There are some things that you need to know that they didn't tell you. It's stuff you're supposed to "learn" when you get here, but I doubt even if the seniors know all of this. This is my "survival handbook" for you to keep handy at school.

FOOD

The Cafeteria

The cafeteria's food is good sometimes and other times it's not so good (a peanut butter and jelly day!). It doesn't matter if the food is good or bad, the cafeteria's policy is simple. You can only have one entree, but you can have as much of everything else as you want. It's all free! The cafeteria's hours are:

	<u>breakfast</u>	<u>lunch</u>	<u>dinner</u>
Monday thru Friday	7:15 - 9:00	11:15 - 1:00	5:00 - 6:30
Saturday	8:00 - 9:30	11:30 - 1:00	5:00 - 6:15
Sunday	8:00 - 9:30	11:30 - 1:00	5:00 - 6:30

The Snack Bar

The Snack Bar usually has good food, but you have to pay. It's located in between the cafeteria and the pit. It's hours are 8:00 - 3:00pm Monday-Friday.

Alternate Food Places

If you get tired of cafeteria food, you can always go to a restaurant or order a pizza. There are four pizza places that have free delivery. They are: Domino's (682-3030), Wild Bill's (286-0590), Pizza Hut (286-7070), and Stevereno's (286-9252).

Next, there are the places that you can walk to. In parenthesis, I have the approximate cost per person. In the back, I have drawn a map of Ninth (9th) Street and the S & M's surrounding area in case you don't know which way is North.

Rossini's Ice Cream--north on Broad, on the right (\$1.00 - \$3.00)
Steve's Ice Cream--see Ninth Street map (\$1.00 - \$3.50)
Francesca's Ice Cream--see Ninth Street map (\$1.00 - \$3.50)
Hardee's--go south down Broad (towards New Dorm from Watts) to the first light. Left on Guess and it will be on your right. (\$1.75 - \$3.50)
Burger King--east on Club, on left near Northgate (\$1.75 - \$3.50)
McDonald's--Northgate Mall (\$1.75 - \$3.50)
Chic Filet--Northgate (\$2.25 - \$3.50)
Bruegger's Bagels--see Ninth Street map (\$1.50 - \$4.00)
BMT Subway--Northgate (\$3.50 - \$6.00)
Kentucky Fried Chicken--north on Broad, on the right across from Duke East campus (\$1.50 - \$4.00)
Peppi's Pizza--south on Broad, left on Guess, on the left near the Carolina Duke Motel (\$4.50)
7th Street Restaurant--north on Broad, on the left near Revco (\$4.00-\$7.00)
9th Street Bakery--you guessed it! (see Ninth St. map) (\$1.50 - \$4.00)
It's a pastry shop.
Magnolia Grill--see Ninth St. map (\$10.00 - \$15.00)
Washbash--see Peppi's, right in front of the Carolina Duke (\$10.00-\$20.00)

I know you're tired of restaurant names but here are a few popular ones that can be reached by vans.

Apples--Brightleaf Square (\$10.00 - \$12.00)

Darryls--Chapel Hill Blvd., reservation helpful (489-1890) (\$8.00 - \$16.00)

TK Tripps--4600 Chapel Hill Blvd. (\$8.00 - \$13.00)

Red Lobster--4416 Chapel Hill Blvd.

Chili's--4600 Chapel Hill Blvd. (\$6.00 - \$15.00) Mexican food

Spinnaker's--South Square** (\$11.00 - \$16.00)

**note: South Square has lots of restaurants--too many to list!

"It's easier to stay ahead than to catch up." (my Dad)

BANKS

While I'm giving directions, I'll tell you how to get to the local banks.

CCB--Corner of Club and Broad and in Northgate's parking lot (Club side)

First Union--in Northgate's parking lot (Club side)

NCNB--in Northgate's parking lot (Club side)

Wachovia--in Northgate's parking lot (Club side) and on Ninth Street

NORTHGATE

By now, some of you are saying, "Well, where's Northgate?" Well, take West Club Blvd. east to the Guess Road stoplight. Turn left on Guess, cross the street, and there you are! Another way to get to the mall is north on Broad and right on Guess. When you get here, some seniors will tell you there is a short cut through Walltown. Take my word for it, it is not safe to go through Walltown.

**Northgate is also the best place to shop unless you can get a van to go to South Square or to Brightleaf (if you have enough money).

BY THE WAY...

You have to sign out to go to all of these places. The only places that you don't are CCB and Revco (located near the corner of Club and Broad on Broad) because it's considered to be on campus. 6:00am is the earliest you can leave campus (and your dorm). On-campus curfew is 8:00pm Monday - Thursday, 12:00pm Friday and Saturday, and 10:30pm on Sunday. This can be extended by students with privileges or those who request a curfew extension from their RA.

"Good Luck, but don't count on luck. Count on preparation." (my Dad)

MAIL

In order to get someone's attention, all you have to do is say the magic word--Mail! For me, it has been on rare occasion--both sending and receiving. Other people write more often. This is for those people who do. Our "out" mail box is just outside of Bryan Lobby. Its pick-ups are Monday-Friday, 10am and 5:20pm; Saturday, 3:40pm; and Sunday and holidays, 2:05pm.

INTER-SCHOOL MAIL

It is free to send mail to other students. All you have to do is write the name of the student and whether his/her mailbox is in New Dorm or Beall (the box number is helpful, too) on the outside of your letter, and drop it in the chute below the package pick-up window at the Beall mailroom. If you get it there before 12, it will be sent the same day; after 12 it will be sent the next day.

LIBRARY

Our library is open Monday - Thursday, 8am - 10pm; Friday, 8am - 5pm; Saturday, 10am - 12pm and 1pm - 5pm; and Sunday, 2pm - 5pm and 6pm - 10pm. It usually has the resources that you need, but sometimes it doesn't. Since S & M participates in inter-school loans, our library can borrow books from most colleges in the state (including Duke). This is very valuable since we can't check books out by ourselves at these various colleges. To use this service, you need to fill out an Interlibrary Loan Request form (ask for one at the main desk). You have to know the author and the title, and the more additional information you have the better. This information can be found in Books in Print located on a table beside the computer room. You can look up the author, title, or subject. It takes about 2 weeks to get the book.

GUIDANCE COUNSELORS

We have three guidance counselors. We are assigned to them alphabetically. The counselors haven't decided where to divide the new class yet. This is the breakdown for seniors: Abernethy - Edgerton, Rena Linstrom; Edwards - McMurray, Roger Messier; McSwain - Yueh, Gloria Lunsford-Boone. The juniors will have a similar breakdown. The counselors are there to help you with problems and to assist you in college planning.

LOST AND FOUND

If you loose something or leave something in a classroom, chances are it will still be there when you look for it. Students do not touch books and other things if they are someone else's. However, if you do loose something and can't find it, it is probably in lost and found. Ask Ken Horne, Head of Security, to let you look in the lost and found room. If you do turn something in, give it to any Security Officer and he will put it in lost and found.

"Sleep is irrelevant." (me)

STUDENT ORGANIZATIONS

Student Council

The Student Council is the most important organization on campus. Because half the students are new each year, it works very hard to get what these new students want. If students have a problem, Student Council is there to help them. Last year Student Council did things such as organize the Dance-A-Thorn, the Crop Walk, and Senior Dinner; wrote new student privileges (found in the back) and a new ICC (Inter-Club Council) Constitution; and was in charge of the Senior Gift and getting a graduation speaker. Each Senior Representative chairs a committee. These committees are Social (provides dances and related things), Student Opinions (puts up network polls to see what the student body wants), Class Issues (does class projects like getting a graduation speaker), Inter Relations (tries to make us closer to the rest of Durham and communicates with other schools), Short Term (all-purpose committee for concerns that come up during the year), and Community Projects (organizes service projects). This year's Senior Reps. are Zerrick Bynum (Inter Relations), Colin Baldwin (Community Projects), C. Quentin Davis (Class Issues), Hugh Howard (Short Term), Hui Sun Kim (Student Opinions), and Charles Lyons (Social). This year's officers are Jonathan Martin, president; Saber Ghiassi, vice-president; and Ron Hasson, treasurer.

Six Junior Representatives will be elected at the end of the first month. I'll give this advice to everyone who wants to be a Junior Rep.: meet as many of your peers as possible before the election. A good representative knows most of their class and has the time to talk to other students about their problems, while remaining in good academic standing.

COMMITTEES

There are six Student Services committees that you can join. These are Dorm Council, Food Service, Health Education, Judicial Board, Personnel, and Policies and Procedures. Dorm Council plans social and recreational activities for the hall, dorm and campus. Elections are held in your dorm for this committee. Food Service Committee conducts surveys and works with PFM (the contract food service) to implement ideas. Health Education plans and sponsors one health-related project per quarter. Members of the Judicial Board listen and vote in Judicial Board hearings. For more details, read your Code of Conduct (by the way Seniors, it's different this year). The Personnel Committee interviews prospective RA's to give the administration the students' view of the RAs. Policies and Procedures discusses and implements new policies and procedures as students' needs change.

An Academic Committee, the Educational Planning Committee advises the Principal about the curriculum. Two students are elected to the committee by popular vote.

Last year, I thought if you were on Student Council you couldn't be on these committees. Well that's wrong. The truth is that you can't be a senior on Student Council and be a DA. DA's are seniors who are selected near the end of their junior year.

"No rest for the wicked, and the righteous don't need any." (my Dad)

OTHER INFORMATION

Money

If you have a real financial need, you can ask Dean Smith for money for a particular item. This money comes from a discretionary fund set aside to help students. Repayment terms are negotiated on an individual basis.

Refunds from Money-eating Machines

If you want a drink or a snack but the machine just wants your money and doesn't give you anything back, don't do anything crazy like putting your fist through it or throwing it out the window. Your RA has refund slips so you can get your money back. If your RA doesn't have any, go down to Dean Smith's office to get one.

Getting Out of Your Room after 12:00 midnight

In some classes you have to work with other people. Often you aren't finished at 12:00 midnight when you have in-room curfew. However, if you tell your RA that you need to study with someone else before 12, the RA is generally willing to let you work as long as you are quiet.

"Early to bed and early to rise leads to a dull social life." (me)

Vans

During the weekend, if you want to get some people together and go see a movie or go out to eat or something, you have to get a Student Van Request Form from your RA. You have to have a certified van driver, at least 8 students, and the signature of all of the students' RA's. Then, when you want to leave, go down to security and ask for a van. If there is one available you can get one, but there is not a guarantee. Try to plan ahead through the SAB to ensure a van. If your trip goes outside the Triangle Area (Raleigh, Durham, Chapel Hill), you will need to get an adult chaperone. Oh, by the way, in the spring of your junior year, you can take a two day bus/van driving course to get a license.

Other Transportation

The Parents' Council provides chartered buses to Charlotte and to Ashville (also stopping at Mocksville and Hickory) on extended weekends for all students from those areas.

CONCLUSION

The next several pages are telephone numbers, a map of Ninth (9th) Street, a map of Durham (courtesy of the Carolina Duke Motel), and Student Privileges. I think I've covered everything that's important to know and some stuff that's not so important. When you come to school in the fall, hopefully I will have an addition to my handbook including a list of everyone and where they live, a list of DA's, a list of van drivers, how to get to Duke's two libraries, and how to check out athletic equipment.

One more piece of advice for juniors about next year--over-work and over-study the first few weeks so you can start off right. After your first tests, you won't be behind and then you can adjust to a reasonable amount of study-time.

All the information in this handbook is valid and correct as of June 15, 1987. If someone tells you that you can't do something that is in my handbook or if you find an error, come to my room (New Dorm 427) and we'll straighten it out. See you next year!!

Oh, one more thing. Anyone who is planning to try out for the guy's soccer team needs to start running and getting in shape now! Our first practice is the Saturday the juniors arrive. Try to practice with your old high school's team before you come.

"It's better to ask a dumb question than to forever remain ignorant." (my dad)

C. Quentin Davis

NCSSM CASH PRICES

ITEM PRICE

BISCUIT (PLAIN)	.20
BISCUIT (SAUSAGE)	.65
BISCUIT (HAM)	.75
BISCUIT (EGG)	.45

ENGLISH MUFFIN	.35
DANISH	.60
DONUTS	.20
TOAST	.25
EGG	.25

GRILLED HAM & CHEESE	1.00
GRILLED CHEESE	.70
HAMBURGERS	1.25
CHEESEBURGERS	1.40
HOAGIES	1.95
CORN DOG	.65
CHICKEN FILLET	1.55
FISH	1.00
FISH W/CHEESE	1.15
BLT	1.20
HOT DOGS	.65
SALAD - BOWL	.75
PLATE	1.50

BIG COOKIE	.40
ONION RINGS	.70
FRIES	.55

COFFEE 8oz.	.25
16oz.	.40
20oz.	.50

SODA 12oz.	.40
16oz.	.50
20oz.	.60

SOUP	.55
VEGETABLES	.40
ICE CREAM CONE	.40

CAFETERIA CASH

BREAKFAST	1.75
LUNCH	2.65
DINNER	3.15
SPECIALS	4.00

NCSSM
GENERAL CATERING PRICES

<u>ITEM</u>	<u>QUANTITY</u>	<u>PRICE</u>
COFFEE	GAL.	3.95
ICE TEA	GAL.	3.75
PUNCH	GAL.	3.75
LEMONADE	GAL.	3.75
ORANGE JUICE	GAL.	4.25
APPLE JUICE	GAL.	4.00
COFFEE (IND.)	PACK	.35
TEA (IND.)	BAG	.35
JUICES (IND.)	CAN	.40
SODA (IND.)	CAN	.55
DANISH	EACH	.55
DONUTS	EACH	.25
COOKIES (BOXED)	DOZ.	1.25
COOKIES (HOME BAKED)	DOZ.	1.90
FRESH FRUIT	EACH	.45
CHIPS	BAG	1.95

Any set-up for more than \$50.00 will include
table cloths at no charge. If under \$50.00 there
will be an additional charge of \$1.50 per. table cloth.

TELEPHONE NUMBERS

PIZZA

Wild Bill's: Free Delivery-----286-0590
 Domino's: Free Delivery -----682-3030
 Pizza Hut: Free Delivery -----286-7070
 Stevereno's: Free Delivery -----286-9252

BEALL HALL PHONES

1st Beall -----286-9030
 2nd Beall -----286-9956
 3rd Beall -----286-9953

BRYAN HALL PHONES

2nd Bryan -----286-9029
 3rd Bryan -----286-9919
 4th Bryan -----286-9016

NEW DORM HALL PHONES

1st New Dorm, Maryland Avenue -----286-9985
 2nd New Dorm West, Maryland Ave. -----286-9908
 2nd New Dorm East, Broad St. -----286-9920
 3rd New Dorm West, Maryland Ave. -----286-9984
 3rd New Dorm East, Broad St. -----286-9983
 4th New Dorm West, Maryland Ave. -----286-9954
 4th New Dorm West, Broad St. -----286-9953

REYNOLDS HALL PHONES

Ground C -----286-9008
 1st C -----286-9949
 2nd C -----286-9001
 1st D -----286-9052
 2nd D -----286-9006
 Ground E -----286-9915
 1st E -----286-9003
 2nd E -----286-9005

*** SECURITY.....KNOW THIS NUMBER!.....596-1563

FOR YOUR INFORMATION

Main Switchboard 286-3366 8:00am - 8:00pm Monday - Thursday
8:00am - 5:00pm Friday

WHO DO I CALL?

ACADEMIC CONCERNS

Dr. Joan Barber Watts Hall	ext. 614
A specific class problem? call teacher of class, Department Head* or Dr. Barber	
Class schedule, drop-add, etc. Rosemary Oates	ext. 616
*Science - Dr. Steve Warshaw Bryan 339	ext. 312
Mathematics - John Goebel Watts 307	ext. 301
Humanities - Dr. Virginia Wilson Watts 112	ext. 502

RESIDENTIAL CONCERNS

General Concerns	Warren Basket- Head of Residential Life	ext. 674
	Peggy Smith - Dean of Students-Bryan 3	ext. 655
Housing Concerns	Warren Basket - Residential Life Manager	ext. 674
Maintenance	Joe Clifton - Head of Physical Plant	ext. 642
	(Temporary Office on Beall 122)	
Housekeeping	Joan Williams - Beall 122	ext. 642

STUDENT SERVICES	Sandra Jackson, Secretary	ext. 656
	Bryan 5	

Food Concerns	David Mailey - PFM Manager - Cafeteria	ext. 522
	Peggy Smith - Dean of Students	ext. 655
	Julie Ingle - Chair/Food Service Committee	

Mail	Warren Basket - Head of Residential Life	ext. 674
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Student Activities	Kim Frierson - Coordinator - Bryan 14	ext. 637
	Sandy Gosnell- Coordinator - Bryan 12	ext. 640

Athletics	Kim Frierson - Coordinator - Bryan 14	ext. 637
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Work/Community Service	Sandy Gosnell - Coordinator - Bryan 12	ext. 640
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Health Services	Nancy Simeonsson (Mon.-Fri. 7:30-3:30pm)	ext. 632
	Infirmary - New Dorm 1st East	

Publications	Kim Frierson - Newspaper	ext. 637
	Sandy Gosnell - Yearbook	ext. 640

Security	Kenneth Horne (Mon.-Fri. 8:00-5:00pm)	ext. 641
	-All other times Security Mobile	
	24 hours (Pick up phone beside snack machines for automatic dial)	596-1563
	-Office, Ground Beall or Bryan 11	

Transportation	Kim Frierson - Athletics	ext. 637
	Sandy Gosnell - Student Activities	ext. 640
	Ken Horne - Emergency	ext. 641

ADMISSIONS	Belinda Cagle, Secretary Watts Lobby North	ext. 607
	Ola Stringer - Head of Admissions	ext. 608
	John Poe	ext. 609
	Dave Williams	ext. 611
GUIDANCE AND COUNSELING	Pat Walton, Secretary Bryan 2	ext. 646
	Rena Lindstrom - Head of Guidance (A-E)	ext. 645
	Roger Messier (E-M)	ext. 648
	Gloria Lunsford-Boone (M-Z)	ext. 647
PARENTS COUNCIL/COMMUNICATIONS	Linda Harris, Secretary Watts 203	ext. 206
	Jane Rabon - Head of Development	ext. 205
	Ken Branch - Development Officer	ext. 207
	Jim McDuffie - Communication Officer	ext. 203
BUSINESS/FINANCE	Joe Gibbs - Business Officer Watts 210	ext. 212
RESERVATIONS FOR SPACE USE	Ann Moore - Switchboard Watts 2nd	ext. 0
LIBRARY	Brenda Nunn - Librarian Bryan 1st	ext. 661
MEDIA	Peggy Manring - Head of Media Ground Floor	ext. 510

STUDENT PRIVILEGES
1987-1988

1. Students must apply for privileges with his/her Resident Advisor.
2. Privileges do not become effective until the RA signs the application.
3. Cards will be issued as soon as the student obtains privileges.
4. Revocation of privileges will require taking the student's card for the specified time period.
5. Seniors can apply for privileges on October 1 (right before the first extended). Criteria will be based on the previous quarter (4th quarter of junior year until after first nine weeks).
6. Juniors who qualify for Stage II privileges after 2 quarters may receive Stage I privileges, and those who qualify for Stage III privileges after 3 quarters may receive Stage II privileges.

STAGE I

PRIVILEGE

CONDITIONS

Phone use after 12:00pm	-Courtesy and quiet use -Off campus calls only
In-dorm but out of room after midnight for study or leisure	-Noise to a minimum
Van runs to restaurants (5:00-10:30pm)	-Wednesday night (must be within Triangle area) -Times and places specified -Sign-up 48 hours in advance with SAB -Participants must get licensed bus driver

CRITERIA

(for all Stage I)

- No Judicial proceeding or restrictions including probation
- No Level III's while at NCSSM
- No restrictions of movement resulting from disciplinary action
- No grade below "C"
- No "U" on Residential Progress Reports

STAGE II

PRIVILEGE

CONDITIONS

Sign-out until 10:30pm
Monday - Thursday

- Must use proper sign-out procedures
- Must complete dorm job or arrange alternative time with RA

Two 2-hour curfew
extensions per quarter
(12:30am Sunday - Thursday
1:30am Friday - Saturday)
1:30 weekends)

- All the above plus:
must have Parental permission prior to sign-out
- Ask for extension no less than 48 hours in advance

Van runs to Triangle area
malls

- Places and times must be specified and within the Triangle
- Sign-up 48 hours in advance with SAB
- Participants must get their own licensed bus driver

Blanket Overnight

- Specific places (except blanket academic field trip) with person's name, address, and phone number
- Host must know student is coming
- Parents sign blanket overnight form; RA will mail a copy back to parents for confirmation; copy to Dean of Students

CRITERIA

- No Level II's in past four (4) weeks
- Not having 3 cumulative unexcused absences in past nine weeks
- Not having 4 cumulative unexcused absences to date
- Must have Stage I privileges

STAGE III

PRIVILEGE

Van run to movie theater
(6:15 - 10:30pm)

CONDITIONS

- Thursday Night
- Times and places must be specified and within the Triangle area
- Sign-up 48 hours in advance with SAB
- Participants must get own licensed bus driver

CRITERIA

- No grade below B-
- No Level I conduct offenses in past 6 weeks
- Must have Stages I and II privileges

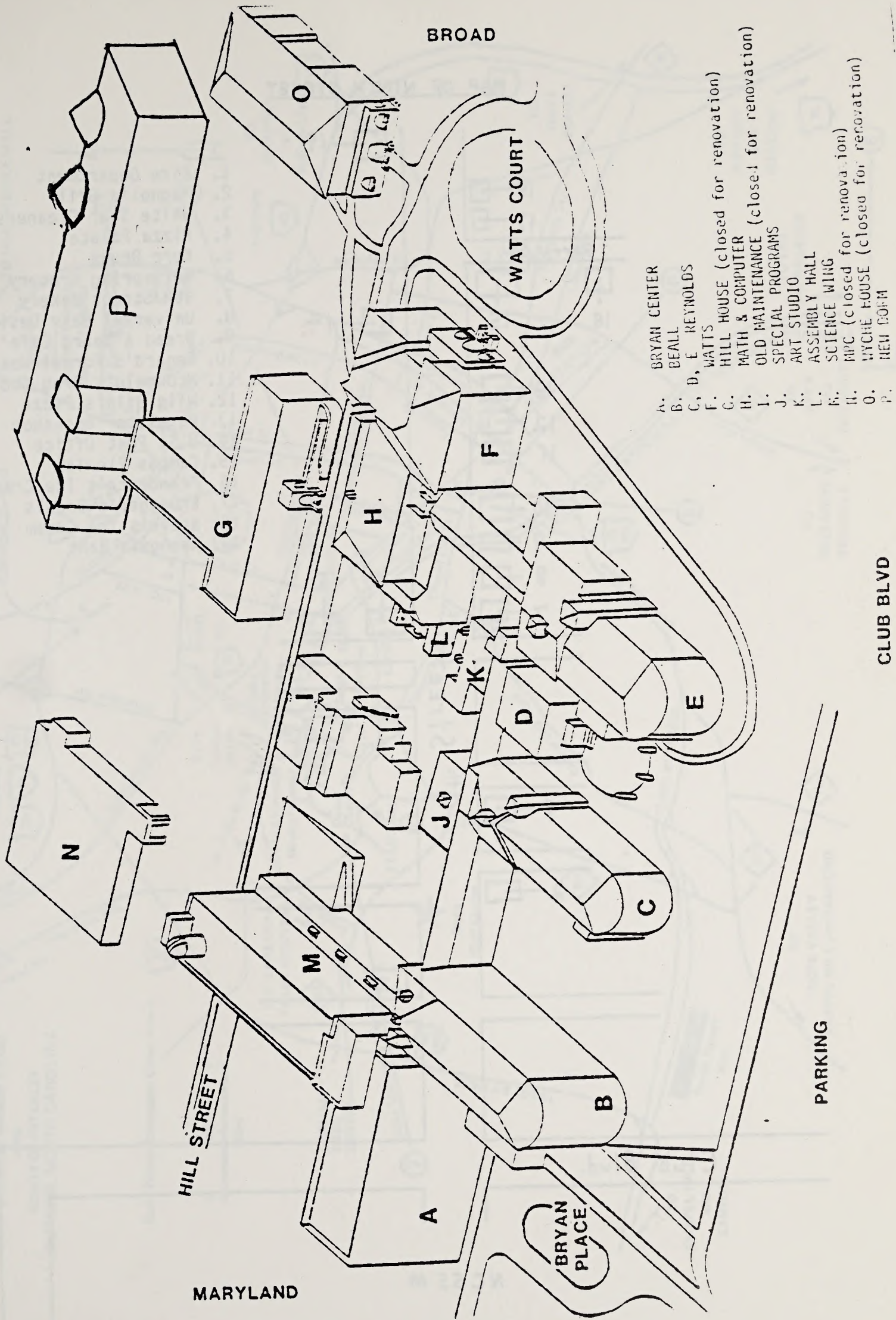
C. Quentin Davis
Class Issues Chairman

Jonathan Martin
Student Council President

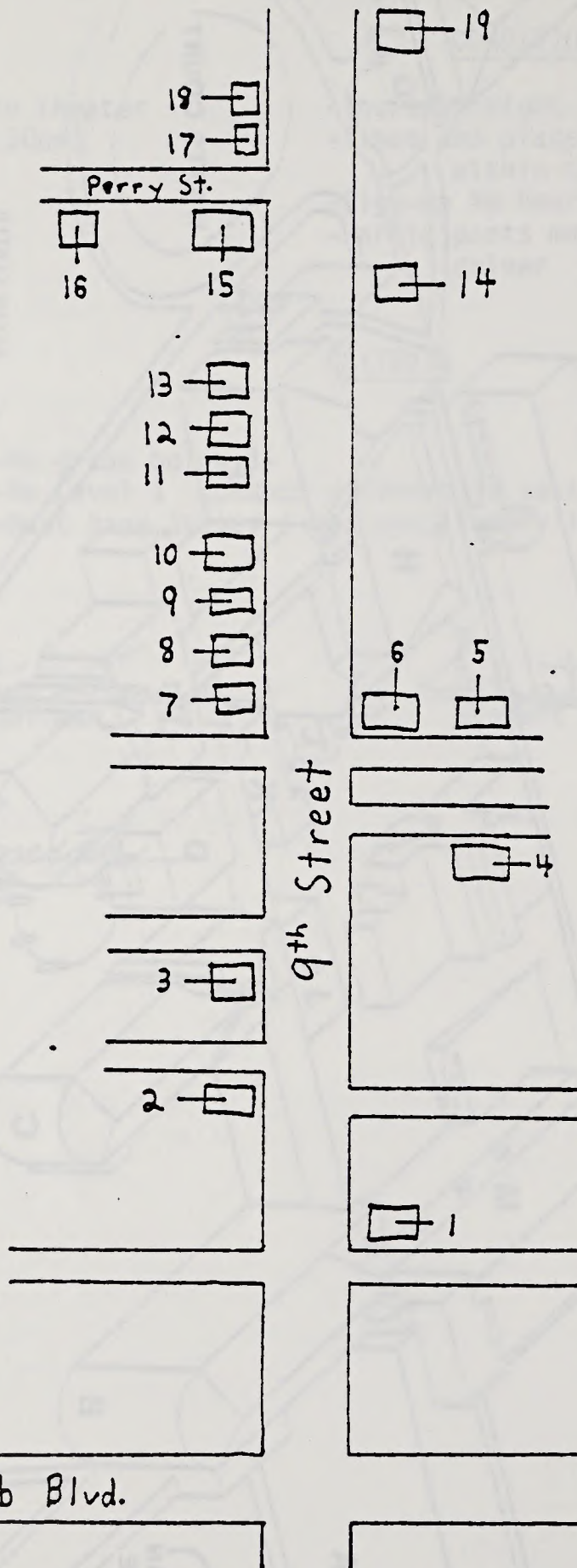
Peggy Smith
Dean of Students

NCSSM

SPRUNT



MAP OF NINTH STREET



1. Fire Department
2. Magnolia Grill
3. White Star Cleaners
4. Pizza Palace
5. Kerr Drugs
6. Wellspring Grocery
7. 9th Street Bakery
8. Universal Hair Design
9. Bread & Board Cafe'
10. Benard's Formal Wear
11. McDonald's Drug Store
12. Wild Bill's Pizza
13. Regulator Bookshop
14. U.S. Post Office
15. Campus Florist
16. Francesca's Ice Cream
17. Bruegger's Bagels
18. Steve's Ice Cream
19. Wachovia Bank

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